

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-15-86-8	DATE RECEIVED 7-1-86
1. FROM (Agency or establishment) VETERANS ADMINISTRATION		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Department of Medicine and Surgery		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION VA Field Facilities			
4. NAME OF PERSON WITH WHOM TO CONFER Mrs. Marjorie M. Leandri	5. TELEPHONE EXT. 389-3662	DATE 24-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>6/16/86</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>David N. Stone</i> DAVID N. STONE	D. TITLE Director, Paperwork Management and Regulations Service
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>The Veterans Administration administers Voluntary Service programs which are designed to assist VA personnel in helping patients to gain early recovery and in readjusting to community living. Voluntary services are also provided to VA patients by various service organizations, i.e., American Legion, Veterans of Foreign Wars, etc. Volunteers do not receive monetary compensation for their services. Recognition is primarily based on honorary and length of service awards.</p> <p>Some of the records are covered in the VA's Department of Medicine and Surgery (DM&S), Records Control Schedule 10-1 (RCS 10-1). We have referenced the applicable item number in parenthesis below:</p>		
1.	Regular Scheduled (RS) Volunteer Information Card, VA Form 10-5390 (Item 135-1)		
1a.	The card contains information on volunteers and is used to enter data into an ADP (Automated Data Processing) system for conversion to readable information. It also contains a waiver of monetary compensation and other pertinent personal information (if necessary, parental consent) which is not stored in the computer.		
1b.	Destroy after information is transferred to the		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN (NARS USE ONLY)
	Terminated (RS) Summary Sheet, and deletion of the volunteer information from the ADP system. Temporary.		
2.	Monthly Record of Service Card, VA Form 10-5391 (Item 135-2)		
2a.	The card is used to enter data, such as, volunteer's name, social security number, hours volunteered, etc., into an ADP system for conversion to readable information. Temporary.		
2b.	Destroy after one year and after verification of information on a printout.		
3.	Occasional Volunteer Time Sheet, VA Form 10-5392 (Item 135-3)		
3a.	The time sheet is used to enter into an ADP system data pertaining to participation of volunteer organizations and individuals who serve on an infrequent basis. Temporary.		
3b.	Destroy time sheet after one year and after verification of the information.		
4.	Regular Scheduled Volunteers by Organization Report (Item 135-4)		
4a.	The report is an ADP output record used to denote the activity of individuals by organizations. It is automatically generated on a monthly basis. Temporary.		
4b.	Destroy September report 5 years after close of fiscal year in which report is generated. Destroy March report 2 years after close of fiscal year in which report is generated. Destroy all other monthly reports after purpose has been served.		
5.	Volunteers Scheduled for Health Screening Records (Item 135-5).		
5a.	The report is an ADP output record used to remind appropriate personnel of medical tests to be taken by volunteers. It is automatically generated on a monthly basis. Temporary.		
5b.	Destroy after one year and after subsequent report has been received.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO.	PAGE
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6.	Potential Awards Listing (Item 135-6)		
6a.	The listing is an ADP output record used to indicate names of volunteers who are eligible for length of service awards. It is automatically generated on a yearly basis.		
6b.	Destroy after the new listing is produced and after purpose has been served.		
7.	VAVS List of National Officials to Review Minutes (Item 135-7)		
7a.	The list is an ADP output record which contains names and addresses of individuals designated to approve requests from VA facilities for representation on local VAVS Advisory Committees. It is generated when needed. Temporary.		
7b.	Destroy after a new list is generated and after the purpose has been served.		
8.	Terminated (RS) Volunteer Summary Sheet		
8a.	The sheet is an ADP output record which contains the name, social security number, home address, hours worked, and other information on a terminated volunteer. It is generated after the volunteer leaves the Voluntary Service. Temporary.		
8b.	Destroy after purpose has been served.		
	Note 1: Medical records of volunteers are retained (similar to VA employees) in accordance with the General Records Schedule I, Item 21, Individual Employee Health Case Files. These records have been suspended from destruction, per GSA FPMR Bulletin B-112, August 5, 1981.		
	Note 2: The appraisal provides a description, retention and disposition for Automated Data Processing (ADP) output records as well as records which are specifically used to input information into a data base for conversion to human-readable records. As a result of this analysis, it has been determined that both types of records described above do not qualify for long		

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NO.

PAGE

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	<p>term retention in accordance with established records management policies. The records are assembled into one appraisal for clarity, convenience, continuity, easy reference and utilization of retention requirements and disposition authorities. Magnetic media (tapes, disks, etc.) used to convert data into readable information are maintained by the Office of Data Management and Telecommunications (ODM&T). They are scheduled in ODM&T's Records Control Schedule 30-1 for retention and disposition.</p> <p>Note 3: Service organizations select volunteers to serve on the VAVS Committee of Officials to Review minutes. The selection letters are mailed to Central Office Voluntary Service. The letters are filed in the appropriate service organization's file which is maintained in Central Office. Information is entered into the data base and used to produce computer generated labels.</p>		

Appraisal of Voluntary Service Records

Introduction

This appraisal covers records maintained in Voluntary Service, Department of Medicine and Surgery, Veterans Administration. Veterans Administration Voluntary Service (VAVS) administers a coordinated program designed to assist VA personnel in aiding patients to early recovery and in readjusting to community living. Voluntary services are primarily provided by welfare services, veterans, religious and social groups and clubs that offer the services of their organizations to patients through the VAVS. Volunteer assistance is provided without monetary compensation.

Analysis and Recommendation

The appraisal provides for retention and disposition of Automated Data Processing (ADP) output records as well as records which are specifically used to input information into a data base for conversion to human-readable records. As a result of this analysis, it has been determined that both types of records described in this appraisal do not qualify for long term retention in accordance with established records management policies. The records are assembled into one appraisal for clarity, convenience, continuity, easy reference and utilization of retention requirements and disposition authorities. Magnetic media (tapes, disks, etc.) used to convert data into readable information are maintained by the Office of Data Management and Telecommunications (ODM&T). They are scheduled in ODM&T's Records Control Schedule 30-1 for retention and disposition.

Regularly Scheduled (RS) Volunteer Information Card, VA Form 10-5390 (RCS 10-1, Item 135-1)

The Regularly Scheduled (RS) Volunteer Information Card contains information on volunteers, such as, facility number, social security number, service organization, total cumulative hours volunteered, etc. Also, the card contains waiver of monetary compensation and other pertinent personal information (which may include parental consent) that is not stored in the system. The card is used as an input source document, and the data are entered into an Automated Data Processing (ADP) system for conversion to human-readable reports. The card (VAF 10-5390) should be retained as part of the permanent record until the deletion of the volunteer information from the system and the information is transferred to the Summary Card.

Destroy card after information is transferred to the Summary Sheet and the deletion of the volunteer information from the ADP system.

Monthly Record of Service Card, VA Form 10-5391 (RCS 10-1, Item 135-2)

The Monthly Record of Service Card contains total cumulative hours volunteered on a monthly basis for the Service, the volunteer's name and social security number, etc. The card is used as an input source document and the data are entered into an Automated Data Processing (ADP) system for conversion to human-readable reports. The card should be retained for one year to check for discrepancies, to verify hours worked, and to verify annual listings of the hours of service organizations.

Destroy card after one year and after information is verified for accuracy.

Occasional Volunteer Time Sheet, VA Form 10-5392 (RCS 10-1, Item 135-3)

The Occasional Volunteer Time Sheet contains information, such as, volunteer and organization names, hours volunteered and dates, etc. It is used to record participation of organizations and individual volunteers who serve on an unscheduled basis. Also, the time sheet is used as an input source document and the data are entered into an Automated Data Processing (ADP) system for conversion to human-readable reports. The time sheet should be retained for one year to assist VAVS Representatives in verifying organizational hours and volunteers.

Destroy time sheet after one year and after information is verified for accuracy.

Regular Schedule Volunteers by Organizations Report (RCS 10-1, Item 135-4)

The Regular Schedule Volunteers by Organizations Report (printout) is an output record and is used in program management to record activity by members of organizations participating in the VAVS program. Printouts are used to check for discrepancies in volunteer hours worked and to specifically check for regularity and dependability for hours worked upon reactivation of a volunteer. It also provides statistical information to meet other program requirements. Although the report is produced monthly, the September and March reports are retained longer for historic and comparison purposes.

Destroy September report five years after close of fiscal year in which report is prepared. Destroy March report two years after close of fiscal year in which report is prepared. Destroy all other monthly reports after purpose has been served.

Volunteers Scheduled for Health Screening Record (RCS 10-1, Item 135-5)

On a periodic basis, volunteers are required to take various medical tests to detect any medical problems which could indirectly affect VA patients. The Volunteers Scheduled for Health Screening Record is an output record and serves both as a reminder of required medical tests to be taken by volunteers and as remembrance of birthdays and other special occasions.

Destroy record after 1 year and after subsequent report has been received.

Potential Awards Listing (RCS 10-1, Item 135-6)

The Potential Awards Listing is an output record used to indicate the names of volunteers who are eligible for length of service awards. It is retained until awards are presented to volunteers and until the ADP system is updated to reflect appropriate changes on the status of volunteers.

Destroy old list after purpose has been served and after a new list is developed.

VAVS List of National Officials to Review Minutes (RCS 10-1, Item 135-7)

The List of National Officials to Review Minutes is an output document which contains names and addresses of individuals designated by national organizations to approve requests from VA medical facilities for representation on local VAVS Advisory Committees. This is necessary for appropriate certification for members on the VAVS Advisory Committees to review mailings and other communications.

Destroy old list after a new list is developed and after purpose has been served.

Terminated (RS) Volunteer Summary Sheet

The terminated Volunteer Summary Sheet is an output record that contains essential information on a volunteer. It lists the volunteer's name, social security number, home address, hours worked, and other pertinent information. Information is extracted from the Automated Data Processing system after the volunteer leaves the service.

Destroy sheets after purpose has been served.